

City of San Marcos Direct Draft Request

Name: _____ Phone Number: _____

Physical address where service is provided: _____

Bank: _____

Bank Routine Number: _____
(nine-digit number at the bottom of check: Please attach a voided check)

Account number to be drafted: _____ Checking: _____ Savings: _____

Please note the following:

1. The draft will occur on the first due date of your billing cycle (note: the account will be drafted at **12:01 am** on the first due date).
2. Only one bank account can be drafted per utility account. The billing amount cannot be split.
3. The first billing after requesting direct draft payments will not be drafted from your account. This first bill will be a test-run of the draft, and the following bill will be the first to actually be drafted from your account.
4. Upon disconnection of the account, the bill designated as the "Final Bill" will not be drafted from your account.
5. The Texas Public Information Act allows citizens open access to City billing information. You bank routing number and account number will be among information available. Since this information is displayed on all checks and deposits slips, the open access should pose no special risks to participants of this program.

I understand the conditions set forth above, and would like to have my utility bills drafted directly from the above stated account.

Signed: _____ Date: _____

For Official Use

Account Number: _____

Billing Cycle: _____ Billing Date: _____ Draft Date: _____

Approved by: _____ Date: _____

Entered by: _____ Date: _____